

# OJP

## **Education and Technical Assistance Grants to End Violence Against Women with Disabilities**

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### **Fiscal Year 2002 Application & Program Guidelines**

***Letter of Intent  
Deadline: April 11, 2002***

***GMS Registration  
Deadline: April 18, 2002***

***Application Deadline:  
May 3, 2002***

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street, N.W.  
Washington, D.C. 20531

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1-800-421-6770

**Office of Justice Programs**  
**World Wide Web Homepage:**  
*[www.ojp.usdoj.gov](http://www.ojp.usdoj.gov)*

**Violence Against Women Office**  
**World Wide Web Homepage:**  
*[www.ojp.usdoj.gov/vawo](http://www.ojp.usdoj.gov/vawo)*

**Application for Education and Technical Assistance Grants to End Violence Against  
Women with Disabilities**  
**World Wide Web Homepage:**  
*[www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm)*

March 20, 2002

Dear Colleague:

The Violence Against Women Office (VAWO) is pleased to announce the availability of Education and Technical Assistance Grants to End Violence Against Women with Disabilities. This discretionary grant program is intended to provide support to states, units of local government, Indian tribal governments, and non-governmental private entities for education and technical assistance that will help end domestic violence, stalking, and sexual assault against women who are individuals with disabilities.

The Office of Justice Programs (OJP) requires that all applications be submitted through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will streamline the processing of your request for funding. Additionally, to expedite the peer review of applications, VAWO asks applicants to submit an original and 4 copies of their application via overnight delivery to:

The Violence Against Women Office  
Attn: Catherine Pierce  
c/o The Office of Justice Programs  
U.S. Department of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20001

The submission of hard copies will greatly assist VAWO with the peer review process and help to decrease the amount of time between the application due date and the announcement of award recipients.

Please use the following application guidelines to assist you in preparing your application for this new grant program. Applications must be submitted to OJP electronically through GMS no later than 9:30 pm (E.S.T.) May 3, 2002 and hard copies must also be postmarked no later than May 3, 2002. However, in order to allow adequate time to register on the online system, applicants must register at least two weeks prior to the application deadline. VAWO will begin accepting applications immediately.

To learn how to begin your online application process, please see the *Quick-Start Guide to Using GMS* in Appendix B of this application kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

If you have any *programmatic* questions regarding Education and Technical Assistance Education and Training Grants to End Violence Against Women, you may contact Catherine Pierce (202) 307-3913 or Lauren Nassikas (202) 305-1792. VAWO's TTY number is (202) 307-2277. We look forward to receiving your application.

Diane M. Stuart  
Director  
Violence Against Women Office

## **2002 Education and Technical Assistance Grants to End Violence Against Women with Disabilities Application Checklist**

A completed application will include items submitted on the Internet through OJP's Grants Management System (GMS) and the original and 4 hard copies sent via overnight delivery to the Violence Against Women Office. Please follow the **five** steps below using this checklist to ensure that your application is complete.

### **Step One: Submit a Letter of Intent to the Violence Against Women Office by April 11, 2002**

- G** All applicants are encouraged to **submit a non-binding letter of intent** (please see Appendix A of this application kit), to VAWO by **April 11, 2002**. You may email or fax the letter of intent. Please direct emails to [piercec@ojp.usdoj.gov](mailto:piercec@ojp.usdoj.gov) and faxes to VAWO at (202) 307-3911. "Letter of Intent" should appear in the subject line of your email. Please do not submit both an email version and a fax version. Only one is necessary. We will use these letters to forecast the number of peer review panels needed to review competitive applications, and double submissions will hamper an accurate count.
- G** **Please note that final applications are due on-line through GMS by 9:30 pm (E.S.T.) May 3, 2002 and the original and 4 hard copies must be sent to VAWO via overnight delivery with a postmark that is no later than May 3, 2002.**

### **Step Two: Register online with the OJP Grants Management System**

- G** Applicants should register online with the OJP Grants Management System (GMS), at the GMS website, on April 18, 2002 or at least two weeks prior to the application deadline of May 3, 2002. It may take up to one week for you to receive confirmation that you are eligible to apply.
- G** Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired, follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.
- G** **Please see the Quick-Start Guide to Using GMS in Appendix B of this application kit for directions on using GMS.**

### **Step Three: Submit the following information online through GMS :**

- G Application for Federal Assistance (SF-424)  
*Note: Applicants submit online.*
- G Certifications/Assurances  
*Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.*
- G Project Narrative, Abstract and Summary Data Sheet  
*Note: Submit online as an attachment.*
- G Budget Detail Worksheet and Budget Narrative (only 1 attachment)  
*Note: Submit online as an attachment, and include the Budget Detail Worksheet, Budget Summary and Budget Narrative as part of this attachment.*
- G Other Program Attachments  
*Note: Submit online as attachments. If you are submitting "no Other Program Attachments" you can upload a blank document here. (A document must be attached in order to submit your application.)*

**All materials must be received through GMS by 9:30 pm (E.S.T.) on May 3, 2002.**

**Step Four: Fax the Following Required Documents:**

*These documents are not included in GMS and must be faxed to OJP as part of your application. Documents must be faxed to 202/354-4147.*

***Important:** Please include the title of the VAWO program to which you are applying, the "Education and Technical Assistance Grants to End Violence Against Women with Disabilities" the applicant's name, and your GMS application number on each page of each document. If these documents are available electronically, please submit them online as "other program attachments."*

- G Memorandum of Understanding
- G Letters of Commitment from Agencies to Receive Training, if applicable
- G Letter of Nonsupplanting
- G Indirect Cost Agreements, if applicable

**Step Five: Submit Via Overnight Delivery an Original and 4 Copies of the Following Documents:**

- G Project Narrative and Abstract
- G Budget Detail Worksheet
- G Budget Narrative
- G Memorandum of Understanding
- G Letter(s) of Commitment from Agencies to Receive Training, if applicable

**All materials must be sent to VAWO via overnight delivery with a postmark that is no later than May 3, 2002. Applications sent by fax will not be accepted.**



## Table of Contents

<b>I.</b>	<b>BACKGROUND .....</b>	<b>1</b>
<b>II</b>	<b>ELIGIBLE APPLICANTS .....</b>	<b>2</b>
<b>III.</b>	<b>AVAILABILITY OF FUNDS .....</b>	<b>3</b>
	<b>A. Award Amounts .....</b>	<b>3</b>
	<b>B. Length of Award .....</b>	<b>3</b>
	<b>C. Future Funding .....</b>	<b>3</b>
<b>IV.</b>	<b>SCOPE OF THE PROGRAM .....</b>	<b>3</b>
	<b>A. Program Priorities .....</b>	<b>3</b>
	<b>B. Program Activities .....</b>	<b>4</b>
	<b>C. Program Requirements .....</b>	<b>6</b>
<b>V.</b>	<b>APPLICATION GUIDELINES .....</b>	<b>9</b>
	<b>A. Application for Federal Assistance .....</b>	<b>10</b>
	<b>B. Project Summary .....</b>	<b>10</b>
	<b>C. Project Narrative .....</b>	<b>11</b>
	<b>D. Budget and Budget Narrative .....</b>	<b>12</b>
	<b>E. Memorandum of Understanding .....</b>	<b>13</b>
	<b>F. Assurances and Certifications .....</b>	<b>14</b>
	<b>G. Letter of Nonsupplanting .....</b>	<b>14</b>
<b>VI.</b>	<b>SELECTION CRITERIA .....</b>	<b>15</b>
<b>VII.</b>	<b>REVIEW PROCESS .....</b>	<b>15</b>
<b>VIII.</b>	<b>ADMINISTRATIVE REQUIREMENTS .....</b>	<b>16</b>
	<b>A. Single Points of Contact Review .....</b>	<b>16</b>
	<b>B. Civil Rights Requirements .....</b>	<b>16</b>
	<b>C. Supplanting Prohibition .....</b>	<b>16</b>
	<b>D. Human Subject Testing .....</b>	<b>16</b>
	<b>E. Purchase of American-Made Equipment and Products .....</b>	<b>17</b>
	<b>F. Violence Against Women Online Resources .....</b>	<b>17</b>
<b>IX .</b>	<b>REPORTING REQUIREMENTS .....</b>	<b>18</b>
	<b>A. Program Performance .....</b>	<b>18</b>
	<b>B. Semiannual Progress Reports .....</b>	<b>19</b>
	<b>C. Financial Status Reports .....</b>	<b>19</b>
	<b>D. Single Audit Report .....</b>	<b>19</b>
<b>X.</b>	<b>SUSPENSION OR TERMINATION OF FUNDING .....</b>	<b>19</b>



## **APPENDICES**

<b>Appendix A</b>	<b>Letter of Intent</b>
<b>Appendix B</b>	<b>Quick-Start Guide</b>
<b>Appendix C</b>	<b>Standard Application Form</b>
<b>Appendix D</b>	<b>Sample Memorandum of Understanding</b>
<b>Appendix E</b>	<b>Budget Detail Worksheet and Sample Budget</b>
<b>Appendix F</b>	<b>Assurances</b>
<b>Appendix G</b>	<b>Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters: and Drug Free Workplace Requirements</b>
<b>Appendix H</b>	<b>Sample Nonsupplanting Letter</b>

## **I. BACKGROUND**

The Violence Against Women Office (VAWO) within the Office of Justice Programs (OJP), United States Department of Justice is charged with the implementation of the Violence Against Women Act (VAWA) and provides national leadership against domestic violence, stalking, and sexual assault. Since its inception, VAWO has launched a multifaceted approach to implementing the VAWA to ensure enforcement of the federal crimes contained in the VAWA and related laws, informing federal policy makers about civil and criminal justice for victims of domestic violence, sexual assault, and stalking, and administering VAWA formula and discretionary grants to help States, territories, Indian tribal governments, and local communities transform the ways in which their criminal justice systems respond to violent crimes against women. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates and victim service providers, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable for their violence.

The Violence Against Women Act of 2000 (VAWA 2000) expands laws and programs addressing domestic violence, stalking, and sexual assault. VAWA 2000 establishes new programs, strengthens federal laws, and reauthorizes grant programs created by VAWA and subsequent legislation. VAWA 2000 specifically addresses the obstacles encountered by victims of those crimes who are women with disabilities by establishing a new grant program, **Education and Technical Assistance Grants to End Violence Against Women With Disabilities** to provide education, consultation and information on violence against women with disabilities.

### **Violence Against and Abuse of Women with Disabilities**

Approximately 54 million Americans live with a wide array of disabilities.<sup>1</sup> Research suggests that persons with disabilities face a 4 to 10 times higher risk of being physically or sexually assaulted.<sup>2</sup> Crimes of domestic violence, stalking, and sexual assault committed against persons with disabilities are likely to go unreported and victims with disabilities face multiple barriers to accessing needed services, and participating fully in the civil and criminal justice systems. Often, individuals with disabilities face physical and social isolation, especially in cases of prolonged home or institutional care. Consequently, many are more vulnerable to victimization<sup>3</sup> and lack information about the services and interventions available to stop abuse in their lives. Physical barriers posed by buildings and transportation systems that have not adapted to the needs of individuals with disabilities and the lack of adequate interpretation services can prevent crime victims from utilizing services and agencies that are critical to enhancing their safety.

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<sup>1</sup> As defined in section 3 of the American with Disabilities Act of 1990 (42 U.S.C. 12102).

<sup>2</sup> *Working with Victims of Crime with Disabilities*, Office for Victims of Crime Bulletin, September 1998

<sup>3</sup> *Ibid*

Violence in the lives of individuals with disabilities also may have additional consequences, such as exacerbating existing health problems, abuse and retaliation for disclosure from care givers, and the loss of child custody. In some instances, courts have awarded custody to domestic violence offenders, based on the assumption that children may be better off with an “able-bodied” offender than with a victim who has a disability.<sup>4</sup>

Ensuring that individuals with disabilities who are victims of domestic violence, stalking, or sexual assault can access the complete array of services and protections they need to become safe requires a comprehensive and aggressive response. Physical improvements in infrastructure to make facilities accessible, coupled with improvements to services for women with disabilities who are victims of violence are paramount. No less important is a coordinated community response to violence against women with disabilities that gathers the strengths and insights of disability rights advocacy organizations, victim services and advocacy organizations, the criminal justice system, social services, the health care system, and other community-based organizations.

## **II. ELIGIBLE APPLICANTS**

Grants may be awarded to **States, units of local government, Indian tribal governments,<sup>5</sup> and nongovernmental private entities** to provide education and technical assistance for the purpose of providing training, consultation, and information on domestic violence, stalking, and sexual assault against women who are individuals with disabilities.<sup>6</sup>

**Individuals are not eligible applicants.**

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<sup>4</sup>*Working with Victims of Crime with Disabilities*, Office for Victims of Crime Bulletin, September 1998

<sup>5</sup>For the purposes of this grant program, *Indian tribe* is defined as any Indian tribe, band, nation or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat.688) [43 U.S.C.A § 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application. All tribal applicants are required to partner with a nonprofit, nongovernmental domestic violence victim services program, native women’s group, or community organization representing the views and concerns of domestic violence survivors. Eligible applicants under this program include: an individual tribal government, a consortium of tribal governments, a tribal government on behalf of a non-tribal government, and/or an organized community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

<sup>6</sup>As defined in section 3 of the American with Disabilities Act of 1990 (42 U.S.C. 12102).

### **III. AVAILABILITY OF FUNDS**

#### **A. Award Amounts**

For Fiscal Year 2002, Congress allocated \$7,500,000 for Education and Technical Assistance to End Violence Against Women with Disabilities. Applicants should carefully consider the resources needed to implement the proposed project and present a realistic budget that reflects both the costs involved and the number of agencies and/or individuals expected to participate in training over the length of the award.

#### **B. Length of Award**

The grant period is 24 months. Budgets must reflect activity for the full length of the proposed project. **Subject to the appropriation of funds, applicants who apply and receive awards for 24 months will not be eligible to apply in FY 2003.**

#### **C. Future Funding**

Education and Technical Assistance Grants to End Violence Against Women with Disabilities is a competitive and discretionary grant program. Should an applicant receive FY 2002 funding, there is no guarantee of continuation funding.

### **IV. SCOPE OF THE PROGRAM**

Education and Technical Assistance Education and Training Grants to End Violence Against Women will provide education, consultation, and information to organizations and programs that provide services to individuals with disabilities who are victims of domestic violence, stalking, or sexual assault; including, disability-related service organizations, domestic violence programs (including shelters) and sexual assault programs (including rape crisis centers), independent living centers, community-based organizations and faith-based organizations with expertise in serving women with disabilities. Specifically, **eligible applicants are States, units of local government, Indian tribal governments, and nongovernmental private entities .**

#### **A. Program Priorities**

VAWA 2000 (42 U.S.C. 3796gg-7) authorized Education and Technical Assistance Grants to End Violence Against Women with Disabilities and states that:

In awarding grants under this section, the Violence Against Women Office shall give priority to applications designed to provide education and technical assistance on:

- The nature, definition, and characteristics of domestic violence, stalking, and sexual assault experienced by women who are individuals with disabilities;

- Outreach activities to ensure that women who are individuals with disabilities who are victims of domestic violence, stalking, and sexual assault receive appropriate assistance;
- The requirements of shelters and victim services organizations under Federal anti-discrimination laws, including the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973; and
- Cost-effective ways that shelters and victim services may accommodate the needs of individuals with disabilities in accordance with the Americans with Disabilities Act of 1990.

Fiscal Year 2002 Education and Technical Assistance Grants to End Violence Against Women with Disabilities provide a unique opportunity for disability rights advocacy and services organizations and victim advocacy and services organizations to work in partnership to create a coordinated community response to crimes of violence against women with disabilities. It also provides existing domestic violence, stalking, and sexual assault programs with a unique opportunity to develop long- and short-term strategic plans for addressing the needs of women with disabilities and for fully complying with the Americans with Disabilities Act. As partners, programs for individuals with disabilities and victim service and advocacy agencies can help women with disabilities cope with the immediate trauma of crime, and they can work with other partners in the community to address the vulnerability and invisibility of women with disabilities who are victims of violence. These partnerships can help restore victims' sense of security and control over their lives, and they can ensure that offenders are held accountable. **Community leadership and collaboration between public and private entities that have not typically worked together to address violence against women with disabilities are core components of this grant program.**

## **B. Program Activities**

Through this grant program, OJP is interested in supporting a broad range of education and technical assistance activities. Examples of such project activities include, but are not limited to:

- Development of training curricula that can be used by diverse groups throughout the nation;
- Development and dissemination of state-of-the art resource materials;
- Partnerships and team-building opportunities for advocates for women with disabilities, domestic violence victim advocates, sexual assault victim advocates, health care providers, criminal justice professionals and others;
- Interactive, Internet-based training;
- Institutes, workshops, meetings and conferences (including teleconferences and video conferences) to share the development and implementation of promising practices, model policies, and protocols;
- Small, topic-specific workshops and other interactive educational forums;
- Invitational meetings to debate and discuss complex issues;

- Development of clearinghouses for the creation and dissemination of resource materials and curricula;
- Peer-to-peer, onsite consultations to problem-solve and share promising practices;
- Workshops or other events that foster collaborative partnerships and cross-training among community advocacy groups serving women with disabilities, domestic violence or sexual assault organizations, civil and criminal justice agencies, the judiciary, and other concerned community based groups;
- Education or technical assistance for State, tribal or local leaders, including State administrators of the STOP Violence Against Women Formula Grant Program, project directors and staff representing Violence Against Women Act discretionary programs, including the STOP Violence Against Indian Women Grants Program;
- Education and technical assistance for disability rights advocacy organizations and/or disability services organizations on the dynamics of domestic violence and sexual assault.
- Meetings for recipients of Education and Technical Assistance Grants to End Violence Against Women with Disabilities for the purpose of exchanging ideas, as well as discussing challenges and successful strategies; or
- Peer-to-peer meetings with leaders in the domestic violence and sexual assault field (particularly VAWO technical assistance providers) and leaders who are advocates for women with disabilities.

Program activities may address, but are not limited to, the following topics:

- Education on personal safety planning for abused women who are individuals with disabilities;
- Strategic planning for domestic violence and sexual assault providers (particularly shelters and rape crisis centers) on complying with the Americans with Disabilities Act;
- Technical assistance to domestic violence and sexual assault programs on how to make their services and programs more accessible to women with disabilities;
- Education and training with victim advocates on how to advocate for and communicate effectively with women with disabilities who are victims or survivors of domestic violence, stalking, or sexual assault;
- Education and training for victim advocates on the impact of specific physical, cognitive, or emotional disabilities;
- Assistance with the development of specific policies and protocols on disclosure, confidentiality, and safety, especially where the potential exists for retaliation by an abusive partner or care giver; or
- Development of protocols, policies, and best practices regarding intervening in cases of violence against women with disabilities who are home-bound or institutionalized for care.

Applicants are encouraged to develop projects that address the needs of specific communities within a State, local, or tribal jurisdiction. Applications addressing efforts to conduct regional or national education and technical assistance programs also may be supported.

## C. Program Requirements

### 1. Coordination with Nonprofit, Nongovernmental Domestic Violence Programs and/or Nonprofit, Nongovernmental Sexual Assault Programs

As previously stated, all applicants are required to enter into a formal Memorandum of Understanding with at least one nonprofit, nongovernmental domestic violence program and/or nonprofit, nongovernmental sexual assault program. (Please see Section II.B.5 and Appendix D of this application kit.)

While there is an important role for *all* victim advocates to play in the creation of a coordinated community response to domestic violence, stalking, or sexual assault, **the Violence Against Women Office requires the participation of nonprofit, nongovernmental domestic violence programs and/or nonprofit, nongovernmental sexual assault programs in the development and implementation of grants awarded under this program as well and other public and private entities.** This does not preclude applicants from requesting support for governmental victim services organizations, but the budget and budget narrative must distinguish between the roles and responsibilities of the two and should include fair compensation for the contributions of nonprofit, nongovernmental victim service agencies. In addition, if funding is requested for *both* governmental and nongovernmental victim assistance organizations, the project narrative must provide an explanation of how collaboration will be achieved between these different entities.

In addition, victim services programs should meet **all** of the following criteria:

- ▶ Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, stalking or sexual assault.

*Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner, or in the case of women with disabilities, a current or former recipient of care. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control. Project managers should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings.*

- ▶ Victim services programs must reflect (e.g., through mission statements, training for all staff, etc.) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion.

*Victim services programs must have this understanding because perpetrator*

*conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other forms of inequality.*

- ▶ Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

*A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, applicants should demonstrate a need for the proposed services for a significant number of victims, specifically women with disabilities who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty.*

- ▶ Victim services programs must not engage in activities that compromise victim safety.

*Please see Section IV.C.5 for examples of activities that compromise victim safety.*

## **2. Coordination with Programs that Serve Individuals with Disabilities**

Again, as previously stated, all applicants are required to enter into a formal Memorandum of Understanding with at least one nongovernmental private entity that serves individuals with disabilities. Programs that work with individuals with disabilities must demonstrate that they have particular expertise in working with women with disabilities or that they have coordinated in a meaningful and on-going way with nongovernmental private entities that serve individuals with disabilities. In developing applications for Education and Technical Assistance Grants to End Violence Against Women with Disabilities, applicants are encouraged to consider some important distinctions between advocates who work for governmental agencies (e.g., Adult Protective Services, social services agencies) and advocates who represent nongovernmental private entities that serve individuals with disabilities.

There is an important role for *all* advocates to play in the creation of a coordinated community response to violence against women with disabilities. Applicants are not precluded from requesting support for governmental services organizations but the budget and budget narrative should distinguish between governmental service agencies and private, nongovernmental services programs and should include fair compensation for the contributions of nongovernmental victim service agencies. In addition, if funding is requested for *both* governmental and nongovernmental assistance organizations, the project narrative must provide an explanation of how collaboration will be achieved between these different entities.

## **3. Coordination with the STOP Violence Against Women Formula Grant Program, Other VAWA Discretionary Grant Programs, and Other Federal Efforts**



To ensure the consistency of State goals with respect to reducing violence against women with disabilities, States that apply for funds through the Education and Technical Assistance Education and Training Grants to End Violence Against Women with Disabilities are encouraged to administer the program through the same agency that administers the STOP (Services \* Training \* Officers \* Prosecutors) Violence Against Women Formula Grant Program, unless there is a compelling reason to place responsibility for this program with a different agency. Other State applicants are required to submit a copy of the application to the State agency that administers the STOP Program to facilitate coordination with that program in their respective States. The same coordination requirement applies to entities which receive funds under other VAWA discretionary grant programs. (Please see [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).) In addition, applicants are encouraged to coordinate with Victim of Crime Act (VOCA) funded programs in their States. Additional information on VOCA projects can be obtained through the State VOCA Administrator. (A list of these State agencies may also be found on the OJP web site at [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).)

#### **4. Coordination With Other OJP Bureaus, Program Offices, and Other Federal Agencies**

As previously requested, in the Project Summary of your application, all applicants are asked to specify additional funding which they currently have or for which they are applying from other OJP bureaus and program offices. These are: VAWO; the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; the Office for Victims of Crime; the Corrections Program Office; and the Executive Office of Weed and Seed. Applicants are also asked to provide information on related funding they may be receiving from the Department of Justice's Office of Community Oriented Policing Services and other federal agencies.

#### **5. Activities that May Compromise Victim Safety**

Ensuring victim safety is the guiding principle underlying the Education and Technical Assistance Grants to End Violence Against Women with Disabilities. Experience has shown that certain practices compromise victim safety rather than enhance it. For example, forcing a victim to testify against an abusive partner or care giver may place that victim at greater risk of continuing or escalating violence. Some responses by the justice system may minimize or trivialize the offender's criminal behavior. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing training that includes any of the activities listed below:

- ▶ Offering perpetrators the option of entering pre-trial diversion programs . Diversion programs and alternative dispositions can send a message to victims and perpetrators that abuse is not a serious crime. These programs also become problematic when they are of a relatively short duration, do not require that the offender's behavior be monitored regularly, or are used merely as a means of managing the docket rather than serving the interests of justice.
- ▶ Mediation or counseling for couples and for women with disabilities and their intimate partners or care givers as a systemic response to domestic violence . Mediation and couples counseling imply that both parties are responsible for the violent behavior of the

perpetrator or primary aggressor. It is inappropriate to sanction the victim or hold the victim accountable for the offender's behavior. Furthermore, mediation requires two parties with equal power to voluntarily reach an agreement about the issue at hand. In abusive relationships, the power and control exercised by batterers over time may leave victims in a state of constant fear. This power imbalance makes it nearly impossible for an agreement between the two parties to be voluntary.

- ▶ Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior. Such programs must be part of a graduated range of sanctions that uses the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. Above all, victim safety must be a priority. For that to occur, batterers must take responsibility and be accountable for their violence. Programs that focus on controlling anger and impulses, managing emotions, developing communication skills, and dealing with stress are not designed to hold batterers to this level of accountability.
- ▶ Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. When handling domestic violence cases, police officers' and prosecutors' decisions must be grounded in ensuring that the victim is safe. To that end, criminal justice professionals should work in close concert with victims to help guide decisions. While there are certainly instances in which prosecutors should proceed without the testimony of victims, victims should always be consulted because they are the best judges of the dangerousness of their situation.
- ▶ Procedures that exclude victims of domestic violence, stalking, and sexual assault and their children from receiving safe shelter, advocacy services, and other assistance based on their age or any physical, cognitive, or emotional disability. Often victims of domestic violence are forced to choose between their older male children and receiving safe shelter due to shelter restrictions on the age of male children. Other times victims are refused services if they have a criminal record or if they have been prostituted, both which may have been a result of the abuse. Victim safety is compromised when victims are excluded from services. Programs should institute policies and procedures grounded in the principle of victim safety.

## **V. APPLICATION GUIDELINES**

Under the OJP's Grants Management System (GMS), the SF-424 will be completed online; the project summary, project narrative, budget narrative, which includes the budget detail worksheet, and other program attachments will be submitted online as attachments; and a Memorandum of Understanding, a training commitment letter, if applicable, and a letter of nonsupplanting will be submitted by fax (or online under "other program attachments" if applicants have these documents available electronically). The original application and 4 hard copies of the application, including the project summary, project narrative the budget detail worksheet, the budget narrative, the memorandum of understanding and if applicable, the letter(s) of commitment from agencies to receive training must be sent to VAWO via overnight delivery with a postmark that is no later than May 3, 2002.

To help us review your application, please limit your attachments to word processing and/or spreadsheet files. The application should be no longer than necessary but in no case should exceed 14 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than 1 inch, and type no smaller than 12 point and 12 characters per inch must be used.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly on GMS. The signing authority is an individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

A fully executed application, for the purposes of this program, must include the following:

#### **A. Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through the GMS. The Catalog of Federal Domestic Assistance number for this Program is **16.529** and the title is **Education and Technical Assistance Grants to End Violence Against Women with Disabilities** (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

#### **B. Project Summary**

On no more than three pages, please provide the following information about your proposed project:

1. Legal name of applicant;
2. Name, address, phone number, fax number, TTY number if relevant, and e-mail address of the project director or primary person to be contacted on matters involving the application;
3. A clear, concise description of the proposed project activities including an explanation of how it will meet unmet needs, a discussion of the subject matter of the proposed education, training or technical assistance to be offered (i.e., domestic violence, stalking, sexual assault), a brief description of the curricula or materials to be developed, or technical assistance events to be enhanced, developed or reproduced, the recipients of the technical assistance to be provided, who would benefit from the project, and the mode of education or technical assistance to be used (e.g., workshops, regional meetings, peer-to-peer consultations, teleconferences, or video conferences);
4. A list of primary project partners as they appear on the required Memoranda of Understanding. (Please see Section II.B.5 and Appendix D of this application kit);
5. Other sources of funding your organization receives from VAWO, OJP, or other federal agencies (i.e., active federal grant awards from OJP bureaus or program

offices, the Office of Community Oriented Policing Services, or other federal agencies already supporting this, or related, efforts<sup>7</sup> to address domestic violence, dating violence, stalking, and sexual assault.

6. Information on any pending applications for federal assistance for this or related efforts; and
7. How the pending applications would be coordinated with the funding sought through this application.

The following should also be included for items (5) through (7) listed above: the grant program, project title, the federal grantor agency; the federal award amount; and a **very** brief description of the purpose of each initiative. This information is requested to encourage better coordination among federal agencies in addressing state and local needs.

## C. Project Narrative

The project narrative should be no longer than necessary but in no case should it exceed 10 pages. It must include the following:

**Project Goals and Objectives:** The application should include a clear, concise statement of what the proposed project would accomplish.

**Need for the Project:** The application should describe the intended audience to be served by the project, including the estimated number of individuals who would be educated or assisted stating why existing programs, services, or materials do not meet specific needs. The applicant should further specify how the intended audience would benefit from the proposed education and technical assistance and reference the applicant's ability to meet the needs of the specific population(s) that the application addresses. The narrative also should address whether and how the education and technical assistance to be provided would enhance current national, local, or tribal domestic violence and/or sexual assault technical assistance programs.

**What Will be Done:** All applicants should submit a statement describing how the proposed project would assist States, units of local government, tribal governments, domestic violence and sexual assault organizations (including shelters and rape crisis centers), and disability rights advocacy organizations in addressing the particular needs of

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<sup>7</sup>

*Related projects* is defined for these purposes as:

1. The same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other federal grants).
2. Another phase or component of the same program/project (e.g., to implement a planning effort funded by other federal monies).
3. Providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in the application.

women with disabilities who are also victims of domestic violence, stalking, and sexual assault. The narrative should identify the project partners as specified in the required Memorandum of Understanding. (Please see Section V.E. and Appendix D of this application kit). It also should outline clearly the program activities to be initiated during the planning phase of the project (e.g., advisory groups, planning committees, or joint staffing of the project), as well as the ways the partnership would function throughout the implementation phase of the project. Applicants also should outline the specific tasks to be performed and the time line for their completion.

**Who Will Implement the Project:** All applicants must identify the States, units of local government, Indian tribal governments, and nongovernmental private entities responsible for carrying out the proposed project. Applications submitted on behalf of a consortium must designate a single organization to receive and administer grant funds and manage and coordinate all grant activities. (Please see Section V.E. below for details on the required Memorandum of Understanding.)

**The Products:** This section should describe the resource materials, curricula, or other products that already exist and/or will be enhanced or developed and how they would be used in the proposed education, training, and technical assistance activities and most importantly how they would serve to enhance the safety of women with disabilities.

## **D. Budget and Budget Narrative**

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. **The grant period is 24 months. Budgets must reflect activity for the full length of the proposed project.**

In developing the budget, applicants should bear in mind that all partners should be fairly compensated for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide education, training and technical assistance or mentoring. The budget must include compensation for services rendered by all partners, including nonprofit, nongovernmental domestic violence and sexual assault victim advocacy programs (e.g., shelters and advocacy organizations) and private programs that serve women with disabilities.<sup>8</sup>

Match is not required for this grant program, but applicants are encouraged to maximize

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Although both women and men may be victims of domestic violence, sexual assault and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Data on male victimization do not document comparable victimizations and injury levels, account for self defense, and measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women. However, applicants who receive grants under this program must serve all victims regardless of gender.

the impact of federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any supplemental contributions can be discussed in the project narrative; however, these contributions should not be included in the budget or budget narrative.

All applicants must allocate \$5,000 in travel costs to attend grantee meetings as requested by VAWO. Please provide an estimated breakdown for this amount, including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.(see Sample Budget in Appendix E).

Consultant rates in excess of \$450 per day require prior approval by VAWO.

A Budget Detail Worksheet is included as Appendix E of this application kit. Please submit your budget and budget narrative online as one attachment under “Budget Narrative;” however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all required budget categories, as needed. The budget should clearly describe:

- The proposed amount and uses of grant funds over the grant period; and
- How the amounts of the specific budget items were determined.

## **E. MEMORANDUM OF UNDERSTANDING**

As mentioned above, each application must include a Memorandum of Understanding created and signed by the chief executive officer and/or director of at least one nonprofit, nongovernmental domestic violence program and/or nonprofit, nongovernmental sexual assault program as well as the chief executive officer and/or director of at least one private program that serves women with disabilities. Chief executive officers or appropriate leaders in any other units of State, local, or tribal government (e.g., chiefs of police, district attorneys, court administrators and/or judges, legal advocates, hospital administrators, social service administrators or directors of community-based or faith based organizations) involved in the development and implementation of the project also should assist in the drafting of the Memorandum and should be included as signatories.

Memoranda of Understanding must be faxed to 202/354-4147. Please include the title of the VAWO Program to which you are applying -- **Education and Technical Assistance Grants to End Violence Against Women with Disabilities** -- and your GMS application number **on each page of the document**. If these documents are available electronically, please submit them online under “**other program attachments.**” The Memorandum of Understanding must:

1. Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Specify the extent of each party’s participation in developing the application;
3. Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;

4. Indicate approval of the proposed project budget by all signing parties; and
5. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Letters of support will not be accepted in lieu of the Memorandum of Understanding. **Please refer to the Sample Memorandum of Understanding in Appendix D of this application kit .**

**F. Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)**

This package includes a list of *Assurances* (please see Appendix F of this application kit) that the applicant must comply with to receive Federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through GMS. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, the correct authorizing official information must be entered.*

**Lobbying:** The applicant and its subgrantees, contractors, and subcontractors will not use federal funds for lobbying and will disclose any lobbying activities.

**Debarment:** The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

**Drug-Free Workplace:** The applicant will provide or continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which DOJ will rely in making awards.

**G. Letter of Nonsupplanting**

A letter certifying that no supplanting of nonfederal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*). The nonsupplantation letter cannot be submitted through GMS; it must be faxed to OJP's Assistant Attorney General, Deborah J. Daniels, at 202/354-4185. Please include the title of the VAWO Program to which you are applying –Education and Technical Assistance Grants to End Violence Against Women with Disabilities-- and also include your GMS application number on each page of the document.

## **VI. SELECTION CRITERIA**

All applications will be rated according to the following criteria:

- The application contains a formal Memorandum of Understanding as described in Section V.E. and Appendix D of this application kit;
- The proposed project demonstrates meaningful attention to victim safety and offender accountability;
- The application clearly describes the specific organizations that would be educated or receive technical assistance, including the estimated number of individuals to receive those services. **Please include a statement of commitment from those organizations stating that they would participate in education and technical assistance services and stating how the proposed assistance would enhance current, existing domestic violence, stalking, and/or sexual assault program(s) and programs for individuals with disabilities;**
- The application clearly describes the anticipated effectiveness of the project;
- The application clearly describes the methods and educational approaches that would be used to foster professional development and cultural change;
- The application clearly describes the planning, development, and implementation strategies for the education and technical assistance; the potential impact on organizational and staff capability; and the general timeline for achieving the proposed goals and objectives of the project;
- The budget is reasonable;
- The application budget is proportionate to the number of individuals and/or agencies to be served over the grant period; and
- The application clearly demonstrates the applicant's ability to meet the education and technical assistance needs identified in the application.

## **VII. REVIEW PROCESS**

The Office of Justice Programs will establish panels of experts and practitioners in the fields of disabilities rights advocacy and services as well as victim advocacy and services to review applications. The panels will review the information provided in the application against the selection criteria for the program. The applications that demonstrate the greatest promise for ending violence against women with disabilities through education and technical assistance will be reviewed by OJP staff as well. Based on these recommendations, the Assistant Attorney General of the Office of Justice Programs will make the final funding decision.



## **VIII. ADMINISTRATIVE REQUIREMENTS**

### **A. Single Points of Contact Review**

Executive Order No. 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state single point of contact (POC), if one exists, and if this program has been selected for review by the state. *Applicants must contact the State POC to determine if the program has been selected for State review. The date that the application was sent to the POC or the reason such submission is not required should be entered in block 16 on the Application for Federal Assistance, SF-424.* You can find the listing of the State POC at the following web address: <http://www.whitehouse.gov/omb/grants/spoc.html>.

### **B. Civil Rights Requirement**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs. All applicants should read the *Assurances* required with the application funds to understand the applicable legal and administrative requirements

### **C. Supplanting Prohibition**

*All applications must include a letter to the Assistant Attorney General of the Office of Justice Programs (see Appendix C for sample letter) signed by the applicant's authorizing official certifying that federal funds will not be used to supplant state or local funds.* Federal funds must be used to supplement existing funds for program activities and not replace the funds that have been appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, and post-award monitoring and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in nonfederal resources occurred for reasons other than the receipt or expected receipt of federal funds. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

### **D. Protection of Human Subjects of OJP Funded Research and Statistical Activities**

The Department of Justice (DOJ) is a signatory to the federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be

followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

Since you are required to collect data in connection with this grant, you should be aware that regulations, which are applicable when Office of Justice Program (OJP) funds are used, require that, if you use OJP funds to collect, analyze, transfer, or otherwise use or dispose of data/information that is identifiable to a private person, you must have policies and procedures for maintaining the confidentiality of such data/information. 28 CFR Part 22 - "Confidentiality of Identifiable Research and Statistical Information". Confidentiality is required throughout the information or data collection process and thereafter (collection of data through termination of the project and disposition of the data) under the regulations. In addition, please be advised that each applicant for OJP funds or support must submit a document called a "Privacy Certificate" in connection with its grant application, if there is a research or statistical project component of the grant or contract, including a data collection activity, and information identifiable to a private person will be (or is intended to be) collected. Please see 28 CFR section 22.23. For this purpose, "private person" means any individual, partnership, corporation, association, public or private organization, and includes an individual acting in his or her official capacity. The definition of "private person" does not include an agency or department of Federal, State, or local government, or any component or combination thereof. 28 CFR section 22.2 Thus, applicants are advised to review the Part 22 confidentiality requirements, in particular, section 22.23, which explains the exact information that needs to be included in an applicant's Privacy Certificate.

## **E. Purchase of American-Made Equipment and Products**

To the greatest extent practicable, all equipment and products purchased with grant funds should be American-made as required by the FY 1997 Appropriations Act.

## **F. Violence Against Women Online Resources**

Any materials, including curricula, manuals, model policies, or materials describing promising practices, developed with funding from the Education and Technical Assistance Grants to End Violence Against Women must be made available to the public online through VAWO's website. The materials must be submitted to VAWO formatted for placement on the website.

# **IX. REPORTING REQUIREMENTS**

## **A. Program Performance**

### **1. Program Evaluation Initiatives**

As a special condition to any awards made under the Education and Technical Assistance Grants to End Violence Against Women with Disabilities, grantees will be required to cooperate with VAWO, other Department of Justice components, and its designated contractors on officially-sponsored evaluation initiatives.

## **2. Measuring Effectiveness**

There are two statutory requirements that require grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA)**, which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

The second requirement, which can be found in **VAWA 2000**, specifically requires the Attorney General to report to Congress on the effectiveness of programs funded under the Education and Technical Assistance Grants to End Violence Against Women with Disabilities. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and the Attorney General must now report to Congress on the effectiveness of each project. Therefore, grantees must collect and maintain data that measures the effectiveness of the grantees' efforts to end violence and abuse against women with disabilities.

In order to meet both the GPRA and VAWA 2000 requirements, applicants should be prepared to collect and maintain data that measures the success of the jurisdiction's current and prior efforts to end violence against women with disabilities, including domestic violence, stalking, and sexual assault. Specifically, OJP is seeking data that includes baseline information to illustrate the effectiveness before and after implementation of any grant-supported activities, including increased access to services for women with disabilities as a result of the education and technical assistance provided. Data of particular interest to OJP includes, but is not limited to:

- ▶ Subject of education and technical assistance;
- ▶ Number of educational or technical assistance events for advocates for women with disabilities and advocates for victims of domestic violence and/or sexual assault;
- ▶ Number of education and technical assistance events for State, tribal or local leaders;
- ▶ Number of cross training events with Adult Protective Services, criminal justice personnel, domestic violence and sexual assault advocates and advocates for women with disabilities;
- ▶ Number of obstacles mitigated through education or technical assistance;
- ▶ Number of newly developed or revised protocols, policies and practices,
- ▶ Number of victims who are victims with disabilities served, if applicable; and
- ▶ Number of victims who are victims with disabilities requesting service who could not be served, if applicable.

## **B. Semiannual Progress Report**

Funding recipients must submit semiannual progress reports that describe activity during the reporting period and the status or accomplishment of objectives. Progress reports must be submitted within 30 days after the end of the reporting periods: January 1 through June 30 and July 1 through

December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. The report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

### **C. Financial Status Reports**

Financial Status Reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

### **D. Single Audit Report**

Non-federal entities that expend \$300,000 or more in federal funds (from all sources, including pass-through sub-awards) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133. The audit report is due to the Federal Audit Clearinghouse not later than nine months after the end of the recipient's fiscal year.

## **X. SUSPENSION OR TERMINATION OF FUNDING**

OJP may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of VAWA and VAWA 2000, VAWA program guidelines, or other provisions of federal law.
- Failure to make satisfactory progress toward the goals or strategies found in this application.
- Failure to adhere to requirements in the agreement, standard conditions, or special conditions.
- Proposing or making substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Filing a false certification in this application or other report or document.
- Other good cause shown.

OJP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those found in DOJ regulations described in 28 CFR, part 18.



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## **APPENDIX A**

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### **Letter of Intent**

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## Letter of Intent

**Office of the Director  
Violence Against Women Office  
Office of Justice Programs  
810 Seventh Street, NW  
Washington, DC 20531**

**To Whom It May Concern:**

**I intend to apply for funds under the Education and Technical Assistance Grants to End Violence Against Women with Disabilities of the Violence Against Women Office.**

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Please FAX to 202/307- 3911 or  
Email to [piercec@ojp.usdoj.gov](mailto:piercec@ojp.usdoj.gov).  
Please submit by March 27, 2002**

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## **APPENDIX B**

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### **Quick Start Guide**



## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ Step 1. Using your established Internet account,\* go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online GMS Application Procedures Handbook is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- ◆ Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.
- ◆ Step 3. If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must pick the FY 2002 Education and Technical Assistance Grants to End Violence Against Women with Disabilities solicitation and begin working on it so that your registration will be sent to the Violence Against Women Office. After registration, you will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ Step 4. To submit your application online, complete the on-screen *424/Application for Federal Assistance* and attach and upload your budget detail and budget narrative, program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that VAWO has received your application and you will be given an

application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, nonsupplantation letter, letter(s) of support and Certification of Compliance) must be faxed to (202) 354-4147. *You must include your GMS application number and the Program title, FY 2002 Education and Technical Assistance Grants to End Violence Against Women with Disabilities Program, on all materials submitted by fax.*

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

*\*If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*

All applicants, including current VAWO grantees, intending to apply for this funding are encouraged to submit the non-binding letter of intent included in Appendix A to the VAWO by *March 27, 2002*. You may fax the letter to VAWO at (202) 307-3911 or you may email a letter to [piercec@ojp.usdoj.gov](mailto:piercec@ojp.usdoj.gov). Please include the program title, *FY 2002 Education and Technical Assistance Grants to End Violence Against Women with Disabilities* in the subject line of all emails. We will use these letters to forecast the number of peer review panels needed to review competitive applications.

Please note that final applications are due *May 2, 2002*, and will be accepted through the Office of Justice Program's online *Grants Management System (GMS)* and *accepted by overnight delivery with a postmark that is no later than May 2, 2002*. In addition, applicants should register online at least two weeks prior to the application deadline. *It may take up to one week for you to receive confirmation that you are eligible to apply*. Applications sent by fax will not be accepted.

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## **Appendix C**

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**Standard Application Form  
(Form SF-424)**

# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. EMPLOYER INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state and zip code):		Name and telephone number of the person to be contacted on matters involving the application (give area code)	
6. EMPLOYER IDENTIFICATION (EIN) <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/></div> TITLE:		11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ .00	a. YES, THIS PREAPPLICATION/APPLICATIION WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____	
b. Applicant	\$ .00	b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ .00		
e. Other	\$ .00		
f. Program Income	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$ .00	<input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

## Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	<b>Date Received by State:</b> Leave blank. This item is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> Leave blank. This item will be completed by OJP.
5	<b>Applicant Information:</b> The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	<b>Type of Application:</b> Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, "[insert agency name]"
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. The number for this program would be [insert number].
11	<b>Descriptive Title of Applicant's Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	<b>Estimated Funding:</b> In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.

18	<b>Authorized Representative:</b> Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.
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## **Appendix D**

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### **Sample Memorandum of Understanding**

# **MEMORANDUM OF UNDERSTANDING**

**(SAMPLE)**

**Applicant: The Resource Center to End Violence Against Women with Disabilities**

The Violence Against Women Coordinating Council and the Community Services for Individuals with Disabilities (CSID) enter into a Memorandum of Understanding (MOU) with the Resource Center to End Violence Against Women with Disabilities.

## **History of Relationships**

### **A. The Violence Against Women Coordinating Council**

The Violence Against Women Coordinating Council was formed in 1988 and is comprised of representatives from local public and private agencies involved in the prevention, intervention, prosecution and adjudication of domestic violence, stalking and sexual assault. In the summer of 1996, a highly publicized crime involving a domestic violence victim with a physical disability occurred. Thereafter, the Director of Community Services for Individuals with Disabilities and the Chair of the Violence Against Women Coordinating Council have met monthly to discuss the challenges encountered by victims who are women with disabilities and to discuss how the criminal justice system could better meet the needs of victims of domestic violence, stalking, and sexual assault who are women with disabilities. In 1991, a smaller subcommittee of the Coordinating Council was formed separately to lay the ground work for a comprehensive, ongoing, coordinated community response to violence against women with disabilities. The subcommittee recommended the creation of a separate organization that would serve victims with disabilities. The Resource Center to End Violence Against Women with Disabilities was founded and obtained 501.C3 status in May of 2000.

### **B. Community Services for Persons with Disabilities**

Community Services for Persons with Disabilities (CSID) was formed in 1958 and functions as a private, nonprofit social service agency designed to provide an array of direct services to people with disabilities in our community. The board and staff are comprised of individuals with disabilities as well as others with expertise in this area. Since its passage, CSID has assisted a number of public and private entities (including the local domestic violence shelter and rape crisis center) in their efforts to comply with the Americans with Disabilities Act. It has also established a referral service for licensed care givers for individuals who are home-bound and the agency has developed a training program for care givers to the home-bound, the hospitalized or the institutionalized. (For a complete description of the activities provided by CSID, please see the attached summary.) CSID has not developed training modules for care givers or others who are working with victims of domestic violence, stalking, or sexual assault and has identified this as a real need. CSID receives State and federal funding from the State Department of Human Services, the United Way and from funds raised through an annual auction/fund-raising event that the community has been generous in supporting since 1968.

### **C. The Resource Center to End Violence Against Women with Disabilities**



Since 2000, when the program was first implemented, the Resource Center's community advisory group has met on a regular basis to discuss more effective strategies for prevention, intervention and advocacy for victims of domestic violence, stalking, and sexual assault with physical, cognitive and emotional disabilities. The advisory group comprised of representatives from local law enforcement, prosecution, the judiciary, legal advocates, social workers, hospital workers, therapists, clergy, local university faculty, and others with expertise in working with women with disabilities who have been victims of domestic violence, stalking, or sexual assault. The Center is housed in the same building as CSID headquarters and currently has only two staff members: the Director, who is a victim advocate, and an outreach case worker. (The County received STOP Violence Against Women Formula funds in 1996 to establish the outreach worker position. The Director's position is currently supported by a local foundation. She has worked directly with victims of domestic violence, stalking, and sexual assault for 15 years.

### **Development of the Application**

Discussions regarding the collaborative effort which is proposed in the application and detailed in this Memorandum began in earnest in January 2002. An early meeting between the staff of the Resource Center, the Director of CSID, and the new Chair of the Coordinating Council was held to determine whether or not to submit an application and to clearly identify the need for the project, exchange ideas and basic information about the focus of the proposed technical assistance program. The Coordinating Council's Subcommittee on Women with Disabilities, formed in 1996, is still active. Representatives from the subcommittee worked with staff from the Resource Center to draft the application and the final draft was circulated to the Director of CSID, the Chair of the Coordinating Council, and other interested Coordinating Council members for comment. The final application is the result of a commitment and joint effort by many individuals. The Director of the Resource Center, the Director of CSID, the Chair of the Coordinating Council and members of the Coordinating Council's Subcommittee on Women with Disabilities have all signed this Memorandum of Understanding.

### **Roles and Responsibilities**

#### **Resource Center to End Violence Against Women with Disabilities**

- ! The Director of the Resource Center will be responsible for administering the proposed project. Please note that the budget that accompanies this application requests part-time Personnel support for this position (the remainder of the Director's salary will continue to be paid with funds from a local foundation).**
- ! A technical assistance coordinator and administrative assistant would be hired with VAWA grant funds and would be supervised by the Director of the Resource Center.**
- ! Faculty and consultants for the proposed project would receive compensation through the Resource Center and would also be supported with VAWA grant funds. They would also be eligible to receive local travel expenses and reimbursement for other project related expenses.**
- ! Faculty and consultants would be identified by Resource Center staff in consultation with CSID and the Coordinating Council's Subcommittee on Women with Disabilities - who would act as a formal advisory group to this project. Faculty for education and training**

events and technical assistance consultants may include staff and board members from CSID as well as the Coordinating Council Subcommittee. Other local and in-State experts will also be identified.

- ! The staff of the Resource Center will be responsible for developing the education and technical assistance project and the advisory committee will also serve as a “Program Review Committee” for curricula development and individualized technical assistance plans. The advisory group will assist the Resource Center in prioritizing technical assistance requests from local agencies and neighboring communities.**

#### **Violence Against Women Coordinating Council**

- ! The Chair of the Council will continue to communicate regularly with the Directors of the Resource Center and CSID to remain informed about project activities and their impact on the community. The Chair will also ensure that the Subcommittee has a place on the agenda for each Council meeting to inform other members of the status of the project and recent education and technical assistance events.**
- ! The Chair of the Council will continue to serve as an advisor to the Resource Center and will continue to meet regularly with the leadership of the CSID.**
- ! If necessary, the Chair will directly contact other community leaders to obtain their support for the initiative.**
- ! The Subcommittee on Women with Disabilities will continue to function in an advisory capacity to the Resource Center and this project and will recruit new members as needed.**

#### **Community Services for Individuals with Disabilities**

- a. The Director of CSID will work closely with the Director of the Resource Center and this project, and will provide on-going guidance and support. (Decision-making authority regarding the activities of the Resource Centers and this project rest strictly with the Director of the Resource Center.)**
- b. CSID will continue to provide office space at no cost to the Resource Center. (Funds from the annual auction will be set aside for this purpose.)**
- c. The Director of CSID or his designate will attend all advisory group meetings for the Resource Center and/or this project and will participate as a member in the Program Review Committee.**

**The roles and responsibilities described above are contingent on the receipt of the funds requested for this project in the VAWA grant application. The beginning and end dates of this collaborative effort would coincide with the grant period, anticipated to be October 1, 2002**

through September 30, 2004.

**Approval**

We, the undersigned have read and agree with this MOU. Further, we have reviewed the portion of the proposed project budget pertaining to the collaborative effort described here, and approve it.

By: \_\_\_\_\_  
Director, Resource Center to End Violence Against Women with Disabilities  
Director, Community Domestic Violence Program

Date:

By: \_\_\_\_\_  
Director, Community Services for Individuals with Disabilities

Date:

By: \_\_\_\_\_  
Chair, Coordinating Council to End Violence Against Women

Date:

By: \_\_\_\_\_  
Member (Title), Coordinating Council Subcommittee to End Violence  
Against Women with Disabilities

Date:

By: \_\_\_\_\_  
Member (Title), Coordinating Council Subcommittee to End Violence  
Against Women with Disabilities

Date:

By: \_\_\_\_\_  
Member (Title), Coordinating Council Subcommittee to End Violence  
Against Women with Disabilities

**Date:**

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## **Appendix E**

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### **Budget Detail Worksheet and Sample Budget**

**OMB Approval No. 1121-0188**  
**Expires 5-98**  
**(Rev. 12/97)**

## Budget Detail Worksheet

**Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.**

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

**Name/Position**

## Computation

**Cost**

**TOTAL** \_\_\_\_\_

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

**Name/Position**

## Computation

**Cost**

**TOTAL** \_\_\_\_\_**Total Personnel & Fringe Benefits** \_\_\_\_\_

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, to field interviews, to advisory group meeting). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of travel policies applied: applicant's or federal travel regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

**D. Equipment** - List nonexpendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

**E. Supplies** - List items by type (e.g., office supplies, postage, training materials, copying paper, and other expendable items, such as books and hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
---------------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		<b>TOTAL</b> _____

**G. Consultants/Contractors** - Indicate whether applicant's formal, written procurement policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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**Subtotal** \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to his or her fees (i.e., travel, meals, lodging)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

**Subtotal** \_\_\_\_\_

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

**Subtotal** \_\_\_\_\_

**TOTAL** \_\_\_\_\_



**H. Other Costs** - List items (e.g., rent, document reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

**Description**

**Computation**

**Cost**

**TOTAL** \_\_\_\_\_

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval ( a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

**Description**

**Computation**

**Cost**

**TOTAL** \_\_\_\_\_

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of nonfederal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request \_\_\_\_\_

Nonfederal Amount \_\_\_\_\_

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

# SAMPLE

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period.)

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Trainer	$(\$40,000/\text{yr} \times 100\% \times 2)$	\$80,000
John Jones, Trainer	$(\$40,000/\text{yr} \times 100\% \times 2)$	\$80,000
Administrative Assistant	$(\$27,000/\text{yr} \times 50\% \times 2)$	<u>\$27,000</u>
	Subtotal	\$187,000
Cost of living increase	$(\$93,500 \times 2\% \times 1 \text{ yr.})$	\$1,870

The trainers will exclusively develop materials and curricula and deliver the training. A half-time administrative assistant will prepare materials and reports and provide other support to the trainers. A 2% cost of living adjustment is scheduled for all personnel for year 2 of the grant.

**TOTAL      \$188,870**

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Trainers and Admin. Assistant		
Employer's FICA	\$188,870 x 7.65%	\$14,449
Retirement	\$188,870 x 6%	\$11,332
Health Insurance	\$188,870x 12%	\$22,664
Workman's Compensation	\$188,870 x 1%	\$ 1,889
		<b>TOTAL</b>
		<b><u>\$50,334</u></b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$750 x 2 people x 2 trips)	\$ 3,000
		Hotel	(\$119/night x 3 nights x 2 people x 2 trips)	\$ 1,428
		Meals	(\$46/day x 4 days x 2 people x 2 trips)	\$ 736

Travel costs have been budgeted to attend grantee meetings, as required by VAWO.

**Total**                      **\$ 5,164**

**D. Equipment** -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 -Pentium III Processor	(\$2,000 x 2 )	\$4,000

The computers will be used by the trainers to prepare training materials and develop curricula.

**TOTAL**        **\$4,000**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$ 1,200
Postage	(\$20/mo x 24 mo)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the trainers.

**TOTAL**        **\$2,680**

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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**TOTAL** 0

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$350/day x 30 days)	\$10,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

**Subtotal** \$10,500

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

**Subtotal** \$5,400

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	<b>Subtotal</b> <u>0</u>

**TOTAL** \$15,900

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	(550 sq. ft. x \$1/sq. ft./month) (\$550 mo. x 24 mo.)	\$13,200

This rent will pay for office space for the trainers. No space is currently available.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

**TOTAL** \$19,200

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, ( a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

**TOTAL** 0

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$188,870</u>
B. Fringe Benefits	<u>\$ 50,334</u>
C. Travel	<u>\$ 5,164</u>
D. Equipment	<u>\$ 4,000</u>
E. Supplies	<u>\$ 2,680</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 15,900</u>
H. Other	<u>\$ 19,200</u>
Total Direct Costs	<u>\$286,148</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$286,148</u>
Federal Request	<u>\$286,148</u>
Non-Federal Amount	<u>\$ 0</u>



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## **Appendix F**

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### **Assurances (Form 4000/3)**

## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- ! It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

OJP FORM 4000/3 (Rev. 1-93) PREVIOUS EDITIONS ARE OBSOLETE.  
ATTACHMENT TO SF-424

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## **Appendix G**

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**Certifications Regarding Lobbying, Debarment, Suspension  
and Other Responsibility Matters; and Drug-Free Workplace Requirements**



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	<b>3. Report type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ Quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i>  Congressional District, <i>if known</i> :		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   Congressional District, <i>if known</i> :
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CDFA Number, <i>if applicable</i> : _____	
<b>8. Federal Action Number, <i>if known</i>:</b>	<b>9. Award Amount, <i>if known</i>:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI)</b>	<b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</b>	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone No.:</b> _____ <b>Date:</b> _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- d. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
5. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and



reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, PaperworkReduction Project (0348-0046); Washington, D.C. 20503.

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## **Appendix H**

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### **Sample Non-Supplanting Letter**

# ***SAMPLE***

**[Applicant Letterhead]**

**[date]**

**Deborah J. Daniels  
Assistant Attorney General  
Office of Justice Programs  
810 7th Street, NW  
Washington, DC 20531**

**Dear Ms. Daniels:**

**[Applicant] certifies that any funds awarded through the Education and Technical Assistance Grants to End Violence Against Women with Disabilities will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing education and technical assistance for State, tribal or local courts in recognizing and addressing violence against and abuse of women with disabilities, including domestic violence, stalking and sexual assault. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.**

**Sincerely,**

**[Applicant's Authorizing Official]**